

APPENDIX W

ARRIVAL AIRFIELD CONTROL GROUP (AACG) CHECKLIST

A. COMMANDER OR OFFICER IN CHARGE

The commander or officer in charge will:

1. Brief all personnel engaged in AACG operations.
2. Establish required communications.
3. Obtain parking and flow plan from the mobility force.
4. Coordinate Materials Handling Equipment (MHE) with the mobility force.
5. Ensure sufficient off-load teams with pusher vehicles are available.

B. AACG OFFICER

The AACG officer will:

1. Coordinate with the mobility force to ensure all personnel and equipment are cleared from arriving aircraft and guided to the release point or holding areas.
2. Maintain current status of arrivals and departures of deploying unit personnel and equipment at the arrival airfield.
3. Ensure airfield diagrams, with routes designated to release point and holding areas, are provided to arriving units.
4. Ensure communications are operational between all elements of the AACG.
5. Ensure deploying units retain all shoring and floor protection materials as determined at the joint planning conference.
6. Determine and coordinate crash, fire, and rescue protection requirements.

C. HOLDING AREA OFFICER

The holding area officer will:

1. Coordinate MHE use with the AACG and mobility force.
2. Keep AACG informed of problems that may affect the movement schedule.
3. Collect shoring and floor protection materials from arriving units (only if deploying units were instructed to dispose of shoring materials at arrival airfield).

4. Return all non-deployed unit or AACG controlled Air Force equipment (463L pallets, nets, and tie-down devices) to the mobility force. Collected shoring may be retained for redeployment.

D. UNIT OR AACG ADMINISTRATION OFFICER

The unit or AACG administration officer will:

1. Act as safety representative for units involved in movement operations and brief all unit personnel.
2. Investigate all incidents and accidents and prepare reports.
3. Ensure personnel and the base and installation provide related services for arriving units.

E. LOGISTICS OFFICER

The logistics officer will:

1. Ensure logistics requirements for the AACG and deploying units are met.
2. Coordinate with the unit representative at the arrival airfield area for ground transportation required to move personnel and equipment to the objective area.
3. Coordinate and supervise ground transportation to move units to the objective area.

F. AACG STATISTICS OFFICER

The AACG statistics officer will:

1. Compile pertinent data required by the AACG.
2. Coordinate with the mobility force on reports required by higher headquarters. Reporting will include, but is not limited to:
 - a. Personnel and equipment departures from the arrival airfield en route to the objective area.
 - b. Number of aborts.
 - c. Number and location of any unscheduled stops en route.
 - d. Names of all personnel killed or injured in any aircraft accident.
 - e. Automated in-transit visibility interface.